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Coronavirus (Covid-19); IMPORTANT INFORMATION For STAFF & VISITORS on how to avoid catching or spreading coronavirus.

Precautionary Actions

- Wash your hands with soap and water often – wash your hands for at least 20 seconds or longer.
- Wash hands before eating, drinking and smoking.
- All visitors to AFTS are prevented from entering the premises.
- Hand sanitizers are provided for staff and visitors to use.
- Persons handling goods inwards wash their hands after contacting goods.
- Engineers using protective gloves and washing hands regularly.
- Always wash your hands when you get home or into work and in between time.
- Use hand sanitiser gel if soap and water is not available and use in-between hand washing.
- Use hygienic wipes frequently; for desks, canteen facilities, PC's & equipment.
- Cover your mouth and nose with a tissue or your sleeve (**NOT YOUR HANDS**) when you cough or sneeze. **Catch ALL coughs and sneezes with a tissue.**
- Put used tissues in a bin straight away and wash your hands afterwards.
- Avoid close contact with people who are unwell.
- Only travel on public transport where it is essential to do so.
- Avoid social gathering and visits to the pub, restaurants, cinema and theatres.

Don not

- **DO NOT** make physical contact with others (avoiding hand shake greetings)
- **DO NOT** touch your eyes, nose or mouth if your hands are not clean.
- **DO NOT** if possible have visitors to your home.

NHS 111 has an online coronavirus service that can inform you if you need medical help and advise you what to do. Please use this service if:

- If you think you might have coronavirus or its symptoms, or in the last 14 days you've been to a country or area with a high risk of coronavirus – see online information of the actions you should take and the areas affected in the world: <https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>
- Please use the Coronavirus service help line (dialling 111) if you have been in close contact with someone with Coronavirus (Covid – 19).

General Information:

Do not go to a GP surgery, pharmacy or hospital if you suspect you may have Coronavirus. Call 111 if you need to speak to someone concerning your symptoms.

Directors of Andover Fork Truck Services Limited.

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